

## PROPERTY APPRAISER I

The City of Bridgeport is accepting resumes for the position of Property Appraiser I.

APPLYING: Please mail or deliver resumes, along with a cover letter and three letters of references, to the Civil Service Commission office, Room 325, 45 Lyon Terrace, Bridgeport, CT 06644. **Resumes must be received no later than Monday, December 13, 2010, by close of business.**

SALARY RANGE: \$40,471; \$41,882; \$43,797; \$45,133; \$46,466 – Excellent benefit package.

DUITES: This is a beginning professional level position involving assessment/appraisal work performed under supervision.

### TYPICAL TASK OR ASSIGNMENTS:

- Conducts field inspections on real and/or personal property. **Position specializes in personal property appraising.**
- Works as an appraisal professional with responsibilities of maintaining accurate map and land records.
- Lends assistance as required in all aspects of the work of assessing and record keeping.
- Performs appraisal and completes written and electronic appraisal reports of real and personal property as required.
- Measures and lists real property components including buildings and site improvements.
- Completes sketches, electronic or otherwise, of real property components.
- Verifies legal descriptions; metes and bounds; mortgages; etc.
- Collects and analyzes real property income and expense data.
- Discovers, values, and lists real and personal property.
- Assists taxpayers in the explanation of assessment information, processes, and procedures.
- Assists taxpayers, municipal, and non-municipal personnel as required in the accessibility of public information.
- Prepares production and work status reports.
- Performs related work as required.

REQUIREMENTS: College graduation, including courses in public or business administration or engineering, supplemented by basic and advanced courses in property appraisal and assessment; OR High school graduation with equivalent of two years of college and special course study named above, supplemented by three years of varied and professional experience in the field of property valuation, appraisal, and assessment; **OR Equivalent combination of education, training, and experience.** Good knowledge of the principles and practices of real and personal property valuation. Must have familiarity with state statutes and laws governing assessment and appraisal; ability to make detailed mathematical computations.

For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE  
BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7103